

CENTRAL LIBRARY, 4TH FLOOR

IDEA Lab Policies & Procedures

IDEALab
SAN DIEGO PUBLIC LIBRARY

- **Patrons are expected to comply with all Library Rules of Conduct.**
- **Masks are to be worn over nose and mouth at all times, in the lab.**
- **Maximum 2-hour appointment per user/day.**
- **The IDEA Lab is intended to be used for creative projects that require specialized equipment and software. General use computers are located throughout the library.**
- **All work must be saved on personal removable or cloud storage. Personal files will not be saved, as computers will be wiped after each session.**
- **Library staff reserves the right to ask you to discontinue working on your project in the IDEA Lab.**
- **Digital pens must be signed out with a staff member. For use only in lab.**
- **Patrons must bring your own materials to use with makerspace equipment, except for 3D printing.**
- **Maximum Occupancy in Lab = 3 patrons + up to 2 staff**

